

MACOMB COUNTY ART INSTITUTE AUTHORITY

**Minutes
February 2, 2016**

At a meeting of the Macomb County Art Institute Authority held Tuesday, February 2, 2016 in the Board Conference Room on the 9th Floor of the Administration Building, Mount Clemens, the following members were present:

Dan Acciavatti
Jennifer Callans
Katherine Grenda
Jennifer Nowaczok-Miller
DiAnne Pellerin
Stan Simek

Others present:

Pam Lavers, Assistant County Executive
Salvador Salort-Pons, Director, DIA
Kathryn Dimond, DIA Director of Community Relations
Annemarie Erickson, DIA
Lillian Demas, Art Authority Representative to DIA Board of Directors
Mike Keys, representative from Board of Commissioners
Alysa Diebolt
Jill Smith, Assistant Corporation Counsel

There being a quorum of the Authority present, the meeting was called to order at 4:31 p.m.

AGENDA

A motion was made by Callans, supported by Nowaczok-Miller to approve the agenda. The motion carried.

MINUTES

A motion was made by Acciavatti, seconded by Pellerin, to approve the October 19, 2015 minutes. The motion carried.

REPORT FROM DIA EXECUTIVE DIRECTOR SALVADOR SALORT-PONS

Mr. Salort-Pons reported that the DIA welcomed its one millionth visitor from the three counties since the millage was passed. Over 200,000 were from Macomb County. There will be two Director's Cut presentations in Macomb County. One on March 1st at the Lorenzo Performing Arts Center and one in June at the Italian-American Cultural Center.

The 20 American Exhibit just closed. It drew over 46,000 visitors, 41% of whom were African-Americans. The next exhibit will be Dance! American Art, 1830-1960 in conjunction with the Denver Art Museum.

Elizabeth Verdow, an art teacher in the Detroit Public Schools and volunteer at the DIA, left \$1.7 million to the DIA. The DIA also received a \$5 million grant from the Davidson Foundation.

DIA 2016 PROGRAM REPORT

Kathryn Dimond presented the 2016 program report. See attached report. The DIA anticipates meeting the goals in all programs in 2016.

OTHER BUSINESS – PLANTE MORAN DIA ENGAGEMENT LETTER

Plante Moran requested that the Authority sign the attached letter related to the program audit. A motion was made by Nowaczok-Miller, supported by Callans to authorize the Chair to sign the letter. The motion carried.

NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, April 12, 2016 at 4:30 p.m.

ADJOURNMENT

A motion was made by Grenda, supported by Acciavatti, to adjourn the meeting at 5:47 p.m. The motion carried.



2016 Art Institute Authority Program Plan Macomb County

Governance

Mr. Donald Ritzenhein and Ms. Lillian Demas have been appointed by the Macomb County Arts Authority as members of the DIA Board of Directors.

Free General Admission

Residents of Macomb County receive free general admission to the DIA as part of the service agreement benefits to county residents. In CY 2015, **47,357** Macomb County residents visited the DIA with a complimentary admission value of **\$328,893**.

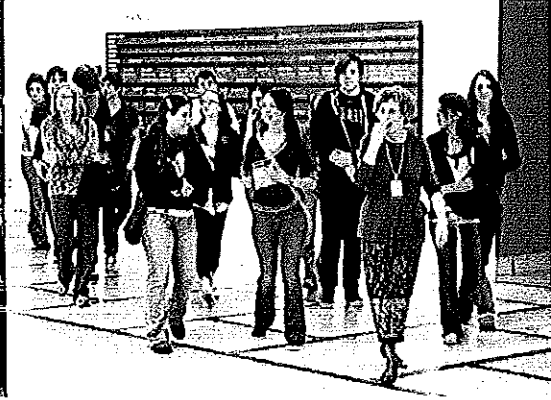


School Programs

The Department of Learning and Interpretation focuses its K-12 programming on:

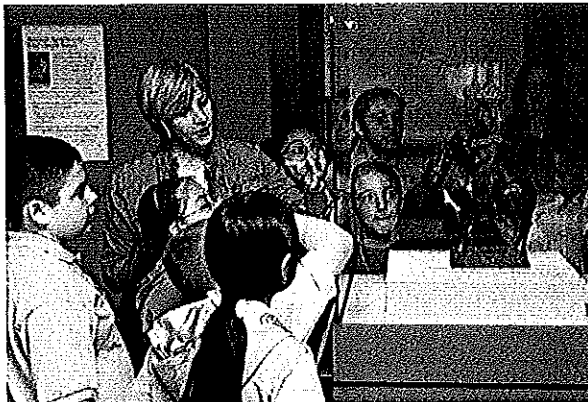
- Expanding field trip options
- Teacher professional development
- Collaborating with educators to develop curriculum resources

The DIA anticipates once again exceeding our Macomb County service target of 8,000 school children. In CY 2015 the DIA served more than 11,000 Macomb County students on field trips. In addition, *DIA Away: Think Like an Artist* engaged more than 1,500 Macomb County students. Based on CY 2015 combined attendance of more than 12,500, we anticipate serving **at least 13,000** Macomb County students in CY 2016.



Curriculum Development

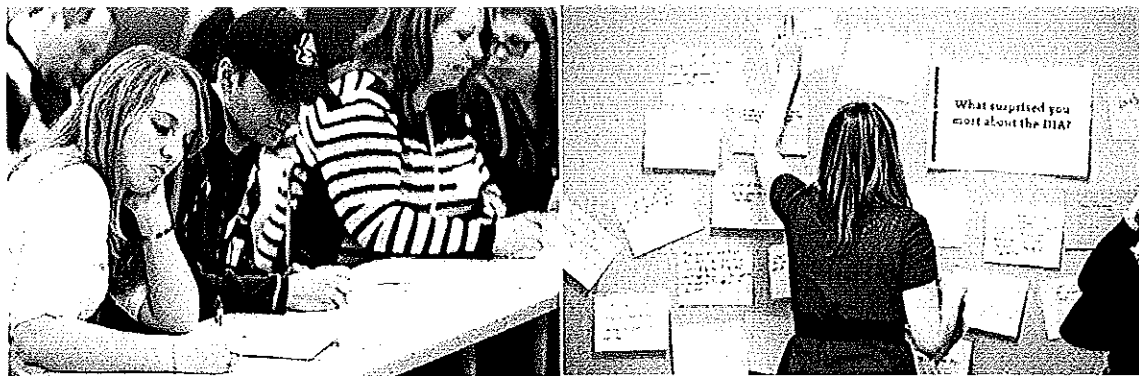
DIA educators will continue to work collaboratively with Macomb County educators to design customized curriculum resources that support field trips. Resources include self-guide activities as well as pre- and post-visit classroom connections. Additionally, professional development workshops model curriculum-related experiences that teachers can take away for immediate classroom application.



Teacher Professional Development

- Monthly teacher events at the DIA invite educators to explore DIA resources with colleagues and museum educators to make curriculum connections. A Teacher Appreciation Saturday is planned for May, offering teachers free breakfast and a chance to explore the museum through a variety of activities offered exclusively for this special event. Two Saturday curriculum days are planned for January and March 2016 for teachers to explore themes in science and math with DIA educators and develop curriculum resources to support self-guided museum visits around these subjects.
- A summer 3-day Teacher Institute will engage 30 educators in the creation of a project-based unit of study for their students.

- A summer 3-day Visual Thinking Strategies Institute will train 30 educators in why and how to use VTS in their classrooms to engage learner in articulating interpretations of art works, providing evidence to support their interpretation, and listening to peers' interpretations to consider the ideas of others.
- The DIA has and will continue to partner with Utica Community Schools to support two district-wide initiatives: A 5th grade social studies field trip, including pre- and post- field trip resources; and a high school Arts Foundations field trip, including pre- and post-visit field trip resources. These two initiatives support teaching and learning for more than 3,000 Utica students.
- A continuing partnership Macomb Intermediate School District provides professional development opportunities for Macomb County geography teachers, the New Teachers Academy, and Social Studies Teacher Leaders. The DIA is actively reaching out to districts across Macomb County to encourage them to bring their educators to the museum for professional development workshops. Average educator attendance for private professional development sessions is 15-30 educators, and three additional Macomb County collaborations are anticipated for 2016.



- Monthly teacher evening events at the DIA invite educators to explore DIA resources with colleagues to make curriculum connections.
- A two-day March workshop sponsored by Visual Understanding in Education (VUE) will train 30 educators in why and how to use Visual Thinking Strategies (VTS) in their classrooms to engage learners in articulating an interpretation, providing evidence to support their interpretation, and listening to peers' interpretations to consider the ideas of others.
- A four-day Teacher Institute in June will engage 30 educators in the creation of a project-based unit of study for their students.
- A three-day August VTS institute will train 30 educators in why and how to use VTS in their classrooms to engage learners in articulating an interpretation, providing evidence to support their interpretation, and listening to peers' interpretations to consider the ideas of others.
- Customized 1-day professional development sessions will occur with Utica and Macomb Intermediate School District.

Senior Programs



In an effort to expand reach for the senior program, the DIA, with input from community senior centers, has developed a new senior program to launch in March 2016. *Senior Thursdays @ the DIA* has been collaboratively designed to better serve our senior population. The program will run weekly, and include a specific museum experience each week: Gallery tour, film matinee in the Detroit Film Theatre, art making in the Webber Learning Center and lecture in the Lecture hall.

With the implementation of this new program, we feel that the senior community in Macomb County will be better served with more people participating in the programs. The goal of bringing at least 35 groups and investment of at least \$50,000 will be achieved.

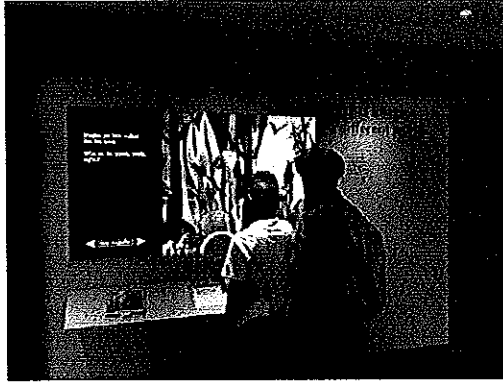
Community Partnership Programs



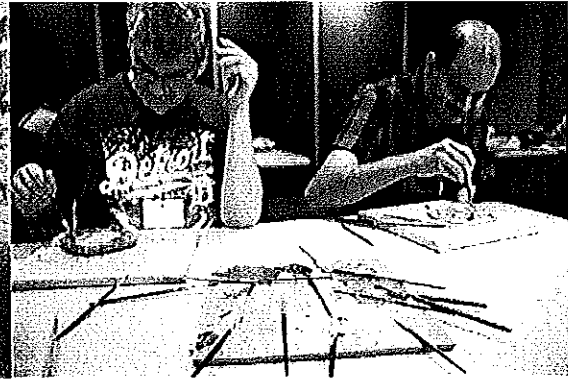
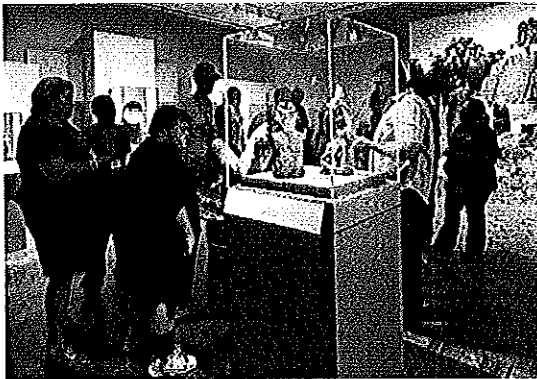
Inside|Out Memphis



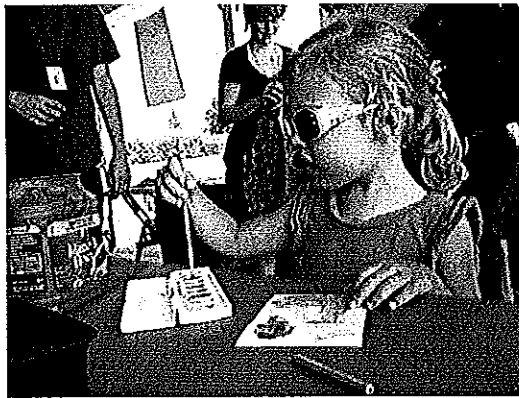
County Days guests arriving at the DIA



DIA Away



Macomb Regional Center Community Art Program



Art Making at Fairs and Festivals

The Detroit Institute of Arts has developed a robust menu of programs, events and engagement opportunities for residents of Macomb County to expand and deepen connections with and for communities in Macomb County. Community programs are developed collaboratively between non-profit organizations and the DIA that respect and sustain the mission of the local organization and preserve the local character of each program. Additionally, they help build capacities of local arts and cultural organizations and ensure our communities are rich, vital and good places to live, work and play. We anticipate exceeding the required expenditures in support of this initiative.

CY 2016 Comprehensive Partnership Program Plan

Community Partner	Project Name/Description
Digital Arts Film and Television (DAFT)	Michigan Student Film Festival
Cass Community Social Services & Assumption Cultural Center	Empty Bowls
Cities /Townships/Villages	DIA Away at local fairs & Festivals: Winterfest on the Hill in Grosse Pointe, Romulus Pumpkin fest (as examples)
Cities /Townships/Villages & Detroit Film Theatre	Free admission to first-run and vintage DFT films for Wayne, Oakland and Macomb residents on Friday nights over the end of the year holidays
Human Service Agencies	Community Group Talks & Art Making
Scholastic Arts	Scholastic Art Award Ceremony
Non-profit organizations	Studio Days - waived fees
Cities /Townships/Villages	Drop In Workshops at Art Fairs/Festivals: Festival of the Senses, Shelby township Art Show, Lac Ste Clair Art Festival
Libraries, City Hall, Rec Centers	County Days @ DIA
Libraries	Arts + Authors Book Discussion Groups
Mexican Consul	Ofrenda Exhibition
Service organizations, clubs, groups	Community Engagement Talks
	Directors Cut Series: Macomb Community College, Italian American Cultural Center
Cities, Townships, Villages	**Inside Out Installations will be located in: New Baltimore, Warren, Chesterfield Township and Romeo **I O program costs are NOT included in 2016 investment
Community Organization TBD (tentative)	DIA Inspired: Becoming a Dancer
Colleges & Universities	Get to Know the DIA College Event & College engagement: Macomb Community College, University Center
Macomb Oakland Regional Center	Community Group art program includes series of art making opportunities and exhibition at the DIA.
Various arts and cultural organizations	Exhibition Community Partner Program using local dance and cultural groups to perform at the DIA in concert with the Dance exhibition.

Macomb County Community Program Investment 2016		
DIA Away	\$ 115,719	DIA Away at community and school events. Approximately 36 days
Art Making in the Community & Healing Arts	\$ 14,267	Art Making at Fairs & Festivals, In Hospital programs, Minds on Art, Community Art Making
Detroit Film Theater Programs	\$ 667	DFT Holiday Film Screenings
Access Programs	\$ 35,558	County Days, College Night
Exhibition Related Community Programs	\$ 23,000	DIA Inspired: Becoming a Dancer, Community group programs, Ofrenda, Community Dance programming
Other Community Programs	\$ 4,500	Arts & Authors & supplies
Inside Out	\$ -	Not included in allocation
Staff Allocation	\$ 66,307	Based on actual 2014 investment
Total 2016 Investment	\$ 260,017	

*rollover to be identified after 2014 final report and audit has been conducted, delivered to arts authority members, and agreed upon. At that time, any rollover investment will be included in goals and programs will be revised accordingly.

This document has been produced by the Detroit Institute of Arts – 1/12/2016



Detroit Institute of Arts Macomb County Program Plan 2016





Admission

Macomb County admissions: 47,357

Value of Admissions: \$328,893

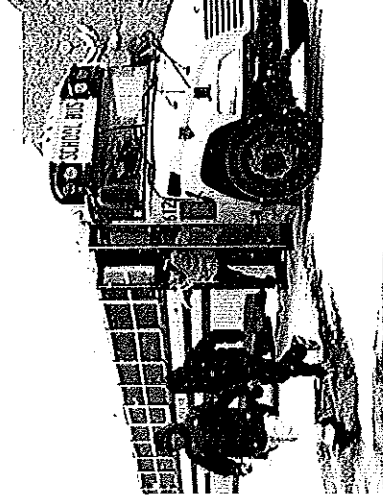
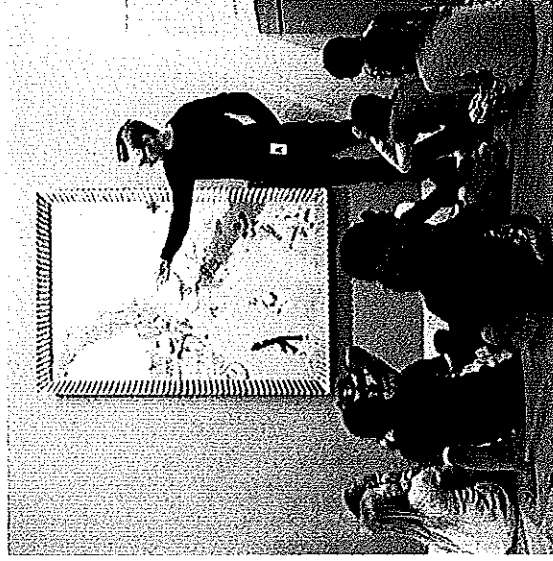
Overall museum attendance through November
2015 is 654,823





Student Curriculum Development and Field Trips

- Pursue manageable growth in overall field trip attendance each year
- Increase public awareness of DIA school programs
- Continue to work with homeschool networks to offer dedicated field trip days.





New Field Trip Options for 2016

- 2nd Grade guided experience
- Ancient Civilizations
- Art to Build Literacy
- Math and Science Resources



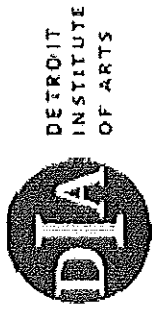


Educator Professional Development

- Continue to increase teacher professional development (PD)
- Collaborate with educators to design curriculum embedded field trips, post and pre-visit materials and self guided visits.
- Continue to offer monthly teacher events where educators explore the collection and DIA resources



- Offer three day *Visual Thinking Strategies (VTS)* Institute for teachers
- Continue to partner with curriculum developers of Macomb ISD
- Offer customized professional development for districts and schools



Senior Program



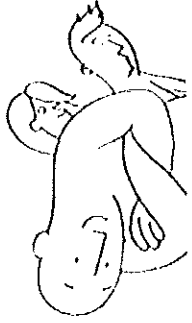
- Piloted Senior Matinee in 2015
- Launch "Senior Day at the DIA" in March 2016.
- Each Thursday afternoon, the museum to have opportunities for seniors to participate in different activities: Matinee, Lecture, Tour, Art Making.
- Opportunity for seniors not associated with assisted living facilities or senior centers to participate in DIA activities.



Community Partnership Programs

- Are developed collaboratively between the DIA and local organizations
- Respect and sustain the mission of the local organization
- Preserve the local character of each program

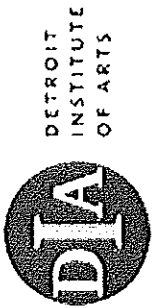




DIA INSIDE | OUT

- 19 Communities between April 2016 & October 2016
- Highest ever number of requests by new communities





DIA INSIDE|OUT



SPRING 2016

- Commerce Township
- Detroit: Eastern Market/
Dequindre Cut
- Ecorse
- Flat Rock
- Hamtramck
- Lathrup Village
- **New Baltimore**
- Pontiac
- Springfield Township
- **Warren**

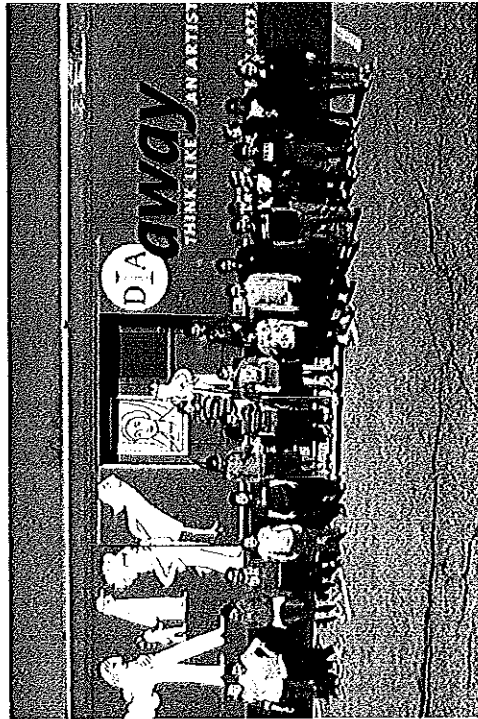
SUMMER 2016

- Belleville
- Beverly Hills
- **Chesterfield Township**
- Detroit: East English
Village
- Detroit: Grandmont
Rosedale
- Lake Orion
- Oxford
- River Rouge
- **Romeo**



DIA *away*

THINK LIKE AN ARTIST



DIA Away: Think Like an Artist is a free, mobile interactive experience and a creative exploration space for people of all ages.

Inside, participants discover some of the ways artists think and have the opportunity to try out creative thinking skills at digital and hands-on stations

Planning to be in the community for 132 days in 2016. Approximately **36 days** in Macomb County.

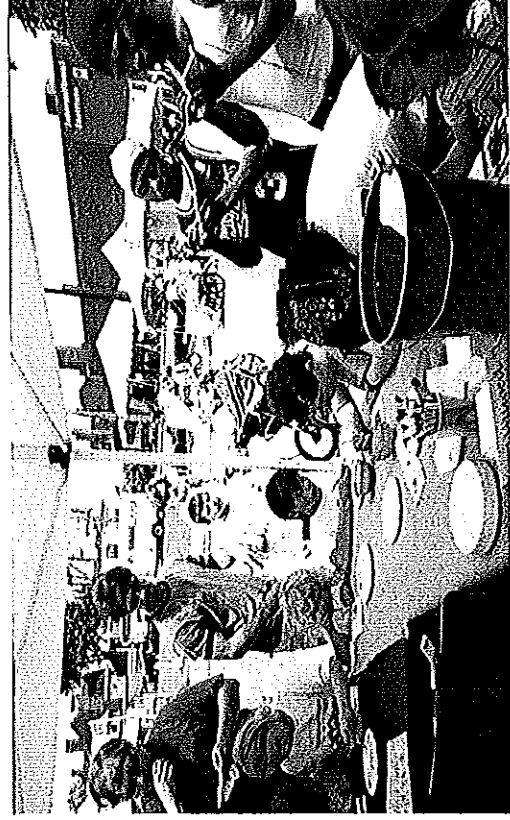
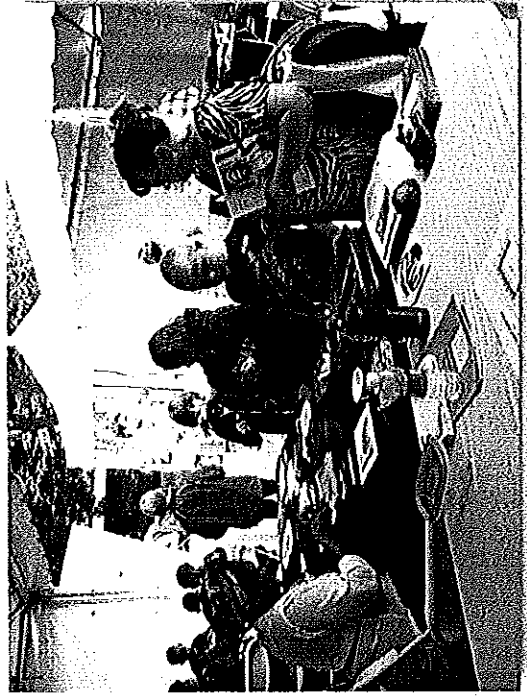
Approximately 50% will be school events and 50% will be community events





Art Making Programs

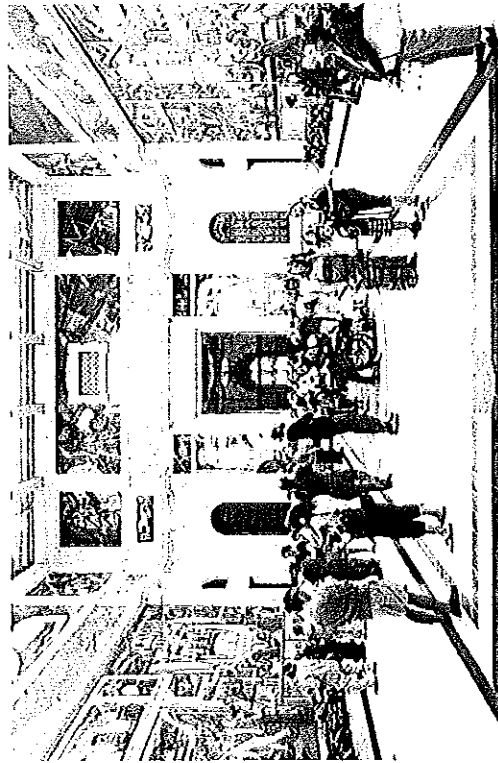
- Community Group Art Making: **Macomb Oakland Regional Center, Veterans Administration (VA), Mariners Inn, Detroit Hispanic Development Corporation**
- Healing Arts: **DMC Children's' Hospital Bedside Art making and Imagine Photo Club.**
- Fairs and Festivals: **Shelby Township Art Fair, Festival of the Senses, Dearborn Homecoming, Lac St. Clair Fine Arts Fair and Wyandotte Street Fair**
- Senior Art Making in partnership with **the Anton Art Center in Macomb County**



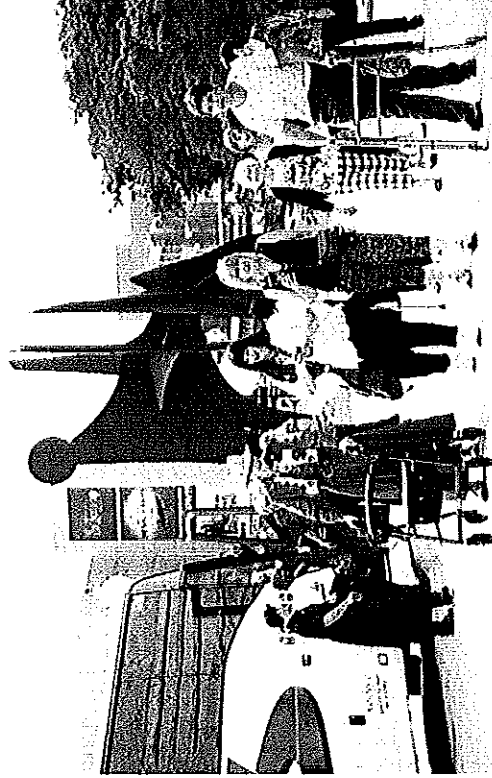


DETROIT
INSTITUTE
OF ARTS

Access Programs



- Community engagement talks
- Directors Cut Talks: Macomb Community College & Italian American Cultural Center
- Exhibition related events and outreach.



- College Night 2016 & College Advisory committee
- County Days & Gallery 2 Gallery
- Macomb Community College Speaker Series



Additional Community Programs

- County Days
- Community Events and Outreach
- Community Engagement talks and *Director's Cut* talks
- Healing Arts Conference in partnership with the Michigan Healing Arts Alliance
- Dance Exhibition Community Programs including DIA Inspired: Becoming a Dancer
- Detroit Film Theater Partnerships including, Michigan Student Film Festival, host of the Scholastic Awards,
- Arts + Authors Book Discussions
- Ofrenda Exhibition



Macomb County

	2016 Goal*	2016 Plan	# Goal	# Plan
School Program	\$75,000	\$118,000	8,000 students	11,000
Senior Program	\$50,000	\$87,893	35 trips	35 +
Community Program	\$75,000	\$260,017	NA	NA

* Goals will be adjusted to include any rollover after 2015 year end close



Contact

If you'd like information, please contact:

- Service Agreements, Arts Authorities, Community Programs
General Community Information:
 - Kathryn Dimond – Director, Community Relations
 - kdiamond@dia.org 313-833-2356

- School programs, Curriculum and Professional Development
 - Teri John - Director, Education Programs
 - tjohn@dia.org 313-833-1629

To schedule any group tour:

- Group Reservations Department :
- Grouprequest@dia.org or call 313-833-1292

- DIA Away Information or Scheduling
diaaway@dia.org 313-833-9786

January 29, 2016

Mr. Robert Bowen
Detroit Institute of Arts, Inc.
5200 Woodward Avenue
Detroit, MI 48202

Dear Mr. Bowen:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the Detroit Institute of Arts, Inc. and the Macomb County Art Institute Authority related to compliance with the Art Institute Service Agreement between the Macomb County Art Institute Authority and the Detroit Institute of Arts, Inc. for the period ended December 31, 2015.

We will apply agreed-upon procedures that you agree to in order to assist the Detroit Institute of Arts, Inc. ("DIA") and the Macomb County Art Institute Authority in determining if the DIA has complied with certain program requirements included in section 2.4 (B) "Student Services and Curriculum Development", section 2.4 (D) "Senior Services" and section 2.4 (E) "Community Collaborations" of the Art Institute Service Agreement between the Macomb County Art Institute Authority and the Detroit Institute of Arts, Inc. for the period ended December 31, 2015.

The sections of the Service Agreement to which the procedures will be targeted are as follows:

Section 2.4 – Item B Student Curriculum Development: The DIA will provide transportation subsidies to Macomb Schools during the 2015 calendar year and shall extend transportation subsidies to the curriculum-based grade program participants throughout the entire term during which the millage is levied. Based on past attendance levels and DIA capacity, the DIA is proposing an annual transportation set-aside of at least \$75,000. That amount will ensure free admission and transportation to more than 8,000 students and teachers, approximately 265 classrooms.

We will perform the following procedures:

- Transportation
 - We will obtain the DIA general ledger detail for the Macomb County Transportation expense account for the period January 1, 2015 through December 31, 2015 and compare the amount to the transportation expense reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA.
 - For a sample of transactions, as determined by you, we will agree the amounts recorded in the general ledger to the related invoice or other supporting documentation.

- Admission
 - We will compare the number of students that participated in the free transportation program for the period January 1, 2015 through December 31, 2015 reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA to data maintained in the DIA's group reservation system.
- Staff Time
 - We will obtain the DIA general ledger detail for the Staff Time – Community Relations, Group Reservations, and Learning & Interpretation expense accounts for the period January 1, 2015 through December 31, 2015 and compare the amount to the expense reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA.
 - We will agree the amounts reported in the general ledger for total staff time expenses to the payroll records maintained by the DIA.
 - We will recalculate the expense allocation to Macomb County by reviewing data maintained in the DIA's group reservation system.

Section 2.4 – Item D Senior Programs: The DIA shall initiate a subsidized tour program for Macomb County seniors. Based on past attendance, the museum will initially set aside \$50,000 annually for a subsidized senior program. This will fund 35 senior tours including transportation, a 30-minute lecture by a museum volunteer or staff member and access to the galleries.

We will perform the following procedures:

- *Come Wonder Around* Program
 - For a sample of transactions, as determined by you, we will obtain the DIA general ledger detail for the Macomb County expenses related to the *Come Wonder Around* Program (and other programs from 2015) for the period January 1, 2015 through December 31, 2015 and compare the amount to the program expense reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA.
 - We will agree the amounts recorded in the general ledger to the related invoice or other supporting documentation.
- *Behind the Seen* – In Kind Value
 - We will compare the number of talks provided through the *Behind the Seen* program for the period January 1, 2015 through December 31, 2015 reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA to data maintained in the DIA's group reservation system.

- We will obtain an understanding of the value the DIA placed on the talks provided through the *Behind the Seen* program in order to recalculate the expense presented in the 2015 Macomb County Art Institute Authority report prepared by the DIA.
- Staff Time
 - We will obtain the DIA general ledger detail for the Staff Time – Community Relations and Group Reservations expense accounts for the period January 1, 2015 through December 31, 2015 and compare the amount to the expense reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA.
 - We will agree the amounts reported in the general ledger for total staff time expenses to the payroll records maintained by the DIA.
 - We will recalculate the expense allocation to Macomb County by reviewing data maintained in the DIA's group reservation system.

Section 2.4 – Item E Community Collaborations with Local Arts Organizations and Macomb County Cities, Townships and Villages: The DIA will set aside at least \$75,000 annually to support community partnership projects that assist in bringing DIA programming to communities where there is a demonstrated commitment to increasing local arts programs. These collaborations will be developed cooperatively between the DIA and local organizations to respect and sustain the mission of the local organization and preserve the local character of each program.

We will perform the following procedures:

- DIA Away, County Days, Movies at the Metroparks, Community Group Programs from Macomb County
 - We will obtain the DIA general ledger detail for the Macomb County expenses related to community programs, including DIA Away, County Days, Movies at the Metroparks, and other community group programs, for the period January 1, 2015 through December 31, 2015 and compare the amount to the expense reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA.
 - For a sample of transactions, as determined by you, we will agree the amounts recorded in the general ledger to the related invoice or other supporting documentation.
- Staff Time
 - We will obtain the DIA general ledger detail for the Staff Time – Community Relations, Group Reservations, Learning & Interpretation, and Public Programs expense accounts for the period January 1, 2015 through December 31, 2015 and compare the amount to the expense reported in the 2015 Macomb County Art Institute Authority report prepared by the DIA.

January 29, 2016

- We will agree the amounts reported in the general ledger for total staff time expenses to the payroll records maintained by the DIA.
- We will recalculate the expense allocation to Macomb County by reviewing data maintained in the DIA's group reservation system.

Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures will not constitute an examination or audit, we will not express an opinion on the DIA's compliance with the program requirements included in section 2.4 "Privileges to Macomb County Residents" of the Art Institute Service Agreement between the Macomb County Art Institute Authority and the Detroit Institute of Arts, Inc. for the period ended December 31, 2015. In addition, we have no obligation to perform any procedures beyond those outlined in this letter. If in the course of the engagement we believe other or additional procedures may be appropriate, we will notify you.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Detroit Institute of Arts, Inc. and the Macomb County Art Institute Authority, and may not be used by or distributed to those who did not agree to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the conclusion of our engagement, we will require a representation letter from you that, among other things, will confirm management's responsibility for all aspects of compliance with the service agreement.

Our fee for this engagement will be based on the actual time that Plante Moran staff expends at our current hourly rates, plus all reasonable and necessary out-of-pocket costs incurred. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Mr. Robert Bowen
Detroit Institute of Arts, Inc.

January 29, 2016

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,
PLANTE & MORAN, PLLC



William E. Brickey

RESPONSE:

This letter correctly sets forth the understanding of the Detroit Institute of Arts, Inc.

By: Robert E Bowen
Title: VICE PRESIDENT & CFO
Date: 2/2/16

This letter correctly sets forth the understanding of the Macomb County Art Institute Authority

By: _____
Title: _____
Date: _____